

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 1264

TITLE: MANAGEMENT ANALYST I

GRADE: S-21

DEFINITION:

Under direct supervision, performs entry-level professional analytic and technical work to assist with the analysis, data management, research and policy development related to the operations and services of a department or unit; assists with the monitoring, assessing, and reporting on the business processes and activities, including measuring and analyzing indicators of performance, quality, quantity, and efficiency; **OR**

Performs a variety of entry-level professional work in coordinating a department-specific program and multiple administration functions, such as financial or budgetary analysis, procurement and contract administration, human resources management, information technology projects, department-specific administrative program, or related functions, and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

Entry-level work; less complex and more narrowly defined scope; performs designated segments and not all phases of the program/project cycle.

ILLUSTRATIVE DUTIES:

(The illustrative duties listed in this specification are representative of the class but are not an all inclusive list. A complete list of position duties and unique physical requirements can be found in the position description.)

Conducts professional-level work in functions or activities, such as financial, budgetary, procurement, contract administration, human resources, training, information technology, and similar functions.

Assists with a variety of technical and professional work related to monitoring and reporting on departmental business processes, activities, and outcomes;

Performs designated segments of projects or programs with well-defined objectives, including activities such as data collection, synthesis of data gathered to support analysis, and documentation of findings and recommendations;

Performs data collection activities in support of existing studies, projects or programs, including conducting research; participating in interviews; administering customer, organizational or employee surveys; assisting in the facilitation of focus groups; participating in work group collaboration; and mapping or charting of workflow processes;

Assists with measuring and analyzing indicators of performance, quality, quantity and efficiency of services;

Compiles and provides business information to management;

Maintains index or log of standard forms for gathering information from a variety of audiences;

Formats data sets and performs qualitative and descriptive statistical analyses to aggregate and assimilate data for displaying potential patterns and trends;

Assists in implementing business improvements, such as changes to policies, work practices, processes and procedures;

Contributes to position papers, evaluation reports and presentations.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

(The knowledge, skills and abilities listed in this specification are representative of the class but are not an all inclusive list).

Basic knowledge of mission, goals and objectives of the organizational unit, program or activities to which incumbent is assigned;

Knowledge of the principles, practices and techniques governing management, organization, operations and programmatic services;

Knowledge of the principles, practices, and techniques relating to the functional area of business operation (e.g. personnel, budgeting and financial management, contract administration and management);

Ability to identify possible solutions for solving business problems;

Ability to perform a variety of fact-finding techniques (e.g., interview, case analysis, observation, research, benchmarking) to gather information in support of programs, projects, studies, assessments and evaluations;

Ability to aggregate and assimilate data to identify major patterns, trends and themes regarding organizational and program effectiveness and efficiency;

Ability to communicate effectively orally and in writing;

Ability to use word processing and presentation software to prepare documents, and to use spreadsheet and statistical analysis software packages to store, manipulate, analyze and present data.

Ability to train, lead, and/or supervise paraprofessional staff.

EMPLOYMENT STANDARDS:

Any combination of education, experience, and training equivalent to the following:

Graduation from an accredited four-year college or university with a bachelor's degree in a business administration, public administration, statistics or field related to the assigned functional area such as human resources, budgeting and financial management, contract administration and business management.

BRIDGE CLASS EMPLOYMENT STANDARDS

Four years of increasingly complex technical experience in the assigned functional area, comparable to experience at the Admin Assistant IV, or higher, level.

This class can serve as a bridge class enabling individuals who do not meet the educational or professional experience standards listed above to qualify for this class by possessing four years of increasingly complex technical experience in the assigned functional area, comparable to experience at the Admin Assistant IV, or higher, level.

The purpose of this bridge class is to promote upward mobility within the Fairfax County workforce. However persons qualifying for this class on the basis of their technical experience may not substitute this technical experience for education, or for professional experience, in order to qualify for other employment opportunities.

CERTIFICATES AND LICENSES REQUIRED:

None.

NECESSARY SPECIAL REQUIREMENTS:

Positions in this class may be subject to criminal history records checks and/or credit checks as a condition of initial or continued employment.

REGRADED/REVISED:	August 23, 2010
REVISED:	October 4, 2006
REVISED:	July 8, 2005
REVISED:	December 22, 1992